

Central Contractor Registration (CCR) Claim Frequently Asked Questions

What is a Central Contractor Registration (CCR) claim and is it required?

A CCR claim is a verification of the DUNS Number registered with the Central Contractor Registry (CCR). This verification procedure is a one-time requirement for each GMS User ID.

When should the CCR claim be submitted?

When BJA awards a grant, GMS automatically checks for CCR claim status. This automatic verification is specific to the GMS User ID the grantee used to apply. If the applicant using that GMS User ID has not previously submitted a CCR claim in GMS, BJA staff will contact the applicant to submit the claim in GMS. If this is not accomplished before a grant award is made, a CCR withholding special condition will be attached to the award. The grantee must submit a CCR claim in GMS before the withholding condition can be removed.

How can I check to see if I've submitted a CCR claim?

Log into GMS, click on the "CCR claim" link listed at the bottom of the toolbar on the left hand side. If a claim has been submitted, the next screen will say "Your Central Contractor Registration (CCR) claim was submitted on XX/XX/XXXX and is currently under review by OJP."

What happens when I submit a CCR claim?

If an award is still being processed within OJP, the CCR claim status will be reviewed by the Office of the Chief Financial Officer (OCFO) during this process. Once CCR registration is confirmed, no further action is required by the applicant.

If an award has already been made and it includes a CCR withholding special condition, the submission of a CCR claim will automatically create a Grant Adjustment Notice (GAN), which is sent directly to OCFO for review. Once OCFO confirms the CCR registration, the GAN is approved and notification is sent to the grant's point of contact and authorized signing official.

How can I view and print a GAN that has been automatically created by submitting a CCR claim?

All GANs can be viewed and/or printed in the "Grant Adjustment Notice" module of GMS. Once a CCR claim is submitted, a GAN will appear in the grantee's Pending bin. Please note: it may take up to 24 hours for a GAN to be generated by the system.

What happens if I submit a CCR claim by mistake?

If you submit a CCR claim prior to having an active registration in the CCR, OCFO can change request or deny the GAN. Please contact your [State Policy Advisor](#) if this happens.

Do I have to submit a CCR claim every year?

No. A CCR claim is a one-time requirement for each GMS User ID. However, if an applicant applies for future funding with a different GMS User ID, a CCR claim will need to be submitted and the DUNS number verified for that GMS User ID as well.